

GENERAL DEFINITION OF WORK:

Paralegal personnel have advanced education, training and experience which places their services at a point that is beyond that of a legal secretary, but short of an attorney. Duties will include difficult and complex paraprofessional work in matters of legal document preparation and review, research and litigation. This work is specialized and may involve some supervisory work related to specific legal projects. Work is performed under regular supervision of County Attorney or designee.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Review new civil collections and zoning enforcement cases to assure sufficient information has been provided and work with County staff to build case files with missing and/or additional data and information;
- Review, track and draft pleadings for bankruptcy cases in which the County is a creditor;
- Review and track all garnishment proceedings served upon the County's Payroll Division;
- Supervise the preparation of contracts, ordinances, civil litigation pleadings including motions, orders, notices, discovery, etc.;
- Assist attorneys with trial preparation, including identifying, preparing and organizing trial exhibits;
- Accompany and assist attorneys at trial;
- Perform various law-related tasks such as complex legal and factual research in connection with pending litigation, including file organization, indexing evidence and examination of court documents, and identifying legal issues of import from substantive records review; and
- Manage office filing system, convert paper files to electronic file storage and manage department's files in accordance with the Library of Virginia document retention schedules.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the methodology, relevant sources of information and materials of legal research; knowledge of the principles and practices of substantive and procedural law; knowledge of County legal procedures and requirements related to civil proceedings in State and Federal courts; knowledge of legal forms, formatting and grammar; ability to research legal information fully and effectively; ability to analyze and organize complex legal and technical issues in order to make appropriate recommendations or provide complete reports; ability to interpret Federal, State and County statutes and ordinances; ability to perform administrative tasks independently; ability to maintain effective working relationships with a variety of individuals in both the public and private sectors; ability to communicate effectively both orally and in writing; ability to work with short deadlines.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to the following: Graduation from an accredited college or university with an associate's degree in paralegal or legal assistance studies or closely related field PLUS one year of experience as a paralegal or legal assistant.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.